

Bible and Critical Theory Style Guide

Some style things:

- We use the Oxford comma
- Em-dashes—without spaces—used to separate sentence clauses
- The journal uses any standard version of English spelling and punctuation (Australian, USA, UK etc.), as long as usage is consistent throughout the article.
- “Double quotes,” with full stops and commas inside; single quotes for “quotes ‘within’ quotes.” Colons and semi-colons go outside double quotes.
- Paragraphs should be indented unless they come directly after a heading or block quote
- Block quotes for quotes longer than 60 words.
- Numbers 1-99 are written as words (twelve, twenty-four), as are approximate numbers (in their hundreds, around twelve hundred). But, if it’s a huge number, it is sometimes easier to write it out (e.g. twelve million).
- Number ranges – separated by short hyphen (so 43-44; 134-145)
- Don’t shorten year ranges, as I think it looks weird – 1967-1992.
- Headings throughout chapter – 14pt bold, aligned left and capitalized; sub-headings – 14 point italics, aligned left and capitalized.

The Bible and Critical Theory adheres to Chicago B style (in-text with references gathered at the end of the article). Detailed instructions may be found at the [Chicago Manual's online site](#). For those who use Endnote, set citation system to 'Chicago B'.